



**COUNTY OF MAUI**  
**OFFICE OF ECONOMIC DEVELOPMENT**  
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## QUARTERLY REPORT FORM

Contract/Grant Number:

Reporting for the period of \_\_\_\_\_ to \_\_\_\_\_

Organization Name:

Program/Project Title:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please submit this completed and signed quarterly report form with a narrative report that addresses each of the following items. You may add additional pages as necessary.

- Provide a summary of the work completed during this reporting period.
- Describe how the funds allocated for this project were used during this reporting period.
- Describe any major adjustments that have been necessary or will be proposed.
- Briefly describe your next major steps for this project.
- Attach copies of all news articles, advertisements, flyers, brochures, promotional materials on this project printed to date.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Office of Economic Development -- Staff Use Only

Received by OED:

Quarterly Report Accepted by: \_\_\_\_\_  
(OED Staff)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)